



<b>VOLUME 6: HEALTH INFORMATION MANAGEMENT</b>	Effective Date: 01/2002
<b>CHAPTER 6</b>	Revision Date: 08/2016
<b>6.6.2 HEALTH RECORD CONTENT AND ORGANIZATION PROCEDURE</b>	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**I. PROCEDURE OVERVIEW**

California Correctional Health Care Services (CCHCS) Health Information Management (HIM) shall ensure all health care documentation is accurately included in the health record following patient encounters/treatment.

The health record shall be organized systematically in order to facilitate data retrieval and compilation. HIM staff shall reference the Organization List when including documents in the appropriate sections of the health record. The Organization List shall be used as a reference tool for training and ongoing maintenance of patient health record documentation.

**II. DEFINITIONS**

**Organization List:** A guide to assist institution staff with proper placement of documents/forms in the health record.

**III. RESPONSIBILITIES**

- A. Under the direction of the Deputy Director, Medical Services, the Medical Records Directors at headquarters are responsible for the oversight, implementation, monitoring, and evaluation of this procedure through consultation.
- B. The Chief Executive Officer or designee, Health Records Technician III, and Health Records Technician II are responsible for ensuring that applicable patient health related information is contained in the health record.
- C. HIM supervisors are responsible for ensuring all staff are trained on current policies and procedures related to the organization and placement of documents in the health record.

**IV. PROCEDURE**

**A. Chart Organization**

- 1. HIM staff organize documents according to document type and then by encounter/treatment date.
- 2. Patient identification:
  - a. Verify the Protected Health Information is referencing the correct patient California Department of Corrections and Rehabilitation (CDCR) number.
  - b. Verify the CDCR number is on all of the documents.
  - c. Validate the CDCR number is the same in the health record.
- 3. Proper placement of documentation in the health record viewer:
  - a. Refer to the Organization List (on the CCHCS Intranet) for correct placement of all approved health care forms/documents in the health record.

# **CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES**

## **B. Unidentifiable Information**

HIM staff verify patient identifiers such as name, date of birth, and CDCR number in the CDCR Inmate Locator and/or Strategic Offender Management System. If unable to verify the patient identifiers, notify the HIM Supervisor immediately.

## **V. REFERENCES**

- California Code of Regulations, Title 15, Division 1, Chapter 1, Subchapter 4, Article 10, Section 1205, Medical/Mental Health Records
- California Code of Regulations, Title 22, Chapter 9, Article 4, Section 77139 Health Record Service, and Section 77141, Health Record Content
- American Health Information Management Association. Documentation for Ambulatory Care. Copyright © 2001
- California Correctional Health Care Services, Inmate Medical Services Policies and Procedures, Volume 6, Chapter 8, Health Record Viewing and Scanning